



Code: 0833

Family: Clerical and Office Administration

Service: Administrative

Group: Clerical, Accounting and General Office

Series: Stenographic and Typing

CLASS TITLE: PERSONAL COMPUTER OPERATOR I

CHARACTERISTICS OF THE CLASS

Under immediate supervision, operates a personal computer to produce printed documents of basic complexity, and performs related duties as required

ESSENTIAL DUTIES

- Operates a personal computer to produce basic documents (e.g., letters, memoranda, forms)
- Selects menu and specifies desired functions
- Types information from longhand, rough drafts, and printed copies using a personal computer
- Compares text displays on a monitor with source documents
- Revises, copies, blocks, inserts, and centers text to conform with information on the source documents
- Interprets display messages and responds appropriately
- Stores completed documents or information on disks or hard drives
- Edits material entered previously and stored on disks
- Selects menu functions and options to print documents
- Proofreads copy for completeness and accuracy
- Ensures printed copies are error free
- Organizes files on disks and labels them for orderly retrieval
- Performs data entry duties on a remote terminal
- Performs basic clerical duties (e.g., filing, retrieving documents, photocopying, typing, collating, answering telephones, providing information to the public)

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Six months of work experience in operating personal computer equipment and using standard personal computer software packages

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment.

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- Ability to operate a personal computer and related equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- clerical methods, practices, and procedures
- applicable computer software packages and applications (e.g. Microsoft Word and Excel)
- *English language spelling, punctuation, and grammar
- alphabetical or numerical classification of information

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE – Communicate information and ideas in writing so others will understand

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.